

## **PAYROLL TECHNICIAN**

### **GENERAL RESPONSIBILITIES**

Provide a variety of administrative and technical duties to support the processing of payroll, along with receptionist services for the Bureau of Accounting.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Compile and analyze timecard and payroll data and reports, resolve discrepancies, calculate pay adjustments, and key data into payroll system
2. Perform specific duties and maintenance utilizing the Payroll Information System (ICS) and IntelliTime Virtual Timecard Interface (VTI)
3. Answer, screen, provide information, and take messages in response to telephone calls, referring to other information sources when needed
4. Manage calendar, coordinate schedules and meetings, and make appointments
5. Greet and assist the public and County employees, directing to appropriate location and/or information source
6. Compose, prepare, and process general and confidential correspondence, including routine reports, e-mail and faxes
7. Establish, organize, and maintain paper and computer records management/file systems
8. Research and develop resources and methodologies that create timely and efficient workflow
9. Provide administrative and general technical support in overall office operations, assignments, and projects
10. Perform related duties as to specific assignments
11. Apply knowledge of and respond to questions regarding ordinances, regulations, policies, procedures, and practices as related to office
12. Any employee may be identified as Essential Personnel during emergency situations
13. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
14. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

### **EDUCATION AND EXPERIENCE**

1. High school diploma or general education diploma (GED)
2. One year administrative/secretarial experience \*
3. Three years computerized payroll processing experience\*

\* A comparable amount of training and experience may be substituted for the minimum qualifications.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Type at no less than 40 wpm
2. Read and comprehend information, policies, procedures, and legal documents
3. Respond to inquiries and complaints
4. Demonstrates strong attention to detail, mathematical and analytical skills
5. Perform basic bookkeeping and accounting functions
6. Follow detailed written or oral instructions
7. Solve problems involving a variety of variables
8. Demonstrates proficiency with computer software programs and/or other applications